

**State Assessors Board Annual Report
July 2003-July 2004**

- 1. Formed an Education Committee consisting of 20 level 3 and level 4 assessing officers that are writing educational programs, updating existing educational programs and overseeing all State Assessors Board educational offerings. They are doing a great job and are working with the State Assessors Board to provide a better and more comprehensive educational program for Michigan assessors.**
- 2. Added the following two new educational programs to our 6-hour renewal offerings: (1) Math for Assessors and (2) Depreciation Overview.**
- 3. State Assessors Board is working with the Michigan Tax Tribunal to offer educational programs and to insure that assessing officers respond to assessment appeals before the Tribunal.**
- 4. Held a Narrative Graders Workshop in November to insure that our graders are all grading in a standardized manner.**
- 5. Held a 2-day Instructors Workshop to train level 3 and level 4 assessing officers that want to be instructors. We are following up on the training by offering new instructors teaching assignments in Lansing by teaching 6-hour renewal programs and paying them to teach the programs.**
- 6. Completed a document titled Supervising Preparation of the Assessment Roll, which will set guidelines for the local units hiring assessors as well as assessing officers performing as the assessor for governmental units.**

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- 7. Certified 125 new assessors.**
- 8. Processed 30 revocation complaints against assessing officers. Held about half-a-dozen revocation hearings.**
- 9. Have had some Governor ordered restrictions that have caused us to have to offer all of our educational programs and examinations in Lansing. We are proud of the assessing officers' reactions to these restrictions. They have cooperated with us in every way.**
- 10. We are currently converting our educational programs to the PowerPoint computer program so that we will eventually be using PowerPoint presentations in all of our educational programs.**
- 11. Completed the updating of the Assessor's Training Manual and made the manual available on one compact disk (CD). The CD sells for \$20.00.**
- 12. There have been 700 home study courses taken by assessing officers and individuals wanting to become certified assessing officers.**